

YWCP Board of Trustees Meeting

Date: Friday August 6th, 2021
Time: 8:00 a.m.
Location: Zoom Conference



Minutes

I. Call to Order: *Jennifer Allen, Chair*

II. Roll Call: *Belimar Velazquez, Secretary*

BoT Attendance		
First Name	Last Name	6-Aug-21
Jennifer	Allen	x
Jennifer	Aronson-Jovceviski	x
Erin	Duffy-Kruss	Excused
Charles (Chuck)	Falcon	x
Melissa	Geska	x
Julia	Green	x
Nadine	Hylton	Excused
Kristin	Lowe	x
Idonia	Owens	x
LaQuanna	Sparkman	x
Belimar	Velazquez	x
Jennifer	Weinstein	Excused
		9
Guests		
Barbara (Barb)	Zelazny	x
Roberta	McGinnis	x
Lauri	Bonnell	x

III. Communications to the Board: *None*

IV. Public speakers: *None*

V. Approval of the June 4th, July 6th, 2021 Board Minutes. *Jennifer Allen*

- a. Motion: *Jennifer Allen*
- b. Second: *Idonia Owens*
- c. *No objections*

VI. Executive Report: *Jennifer Allen*

- a. Once a year, YWCP is required to submit an annual report to our governing body NYSED. The report requires board input such as Financial Disclosure, committee membership, and attendance. Allen requested that BoT provide timely input so that the team is not waiting for information at the last minute.
- b. Renewal is due in the middle of the month. Barb Zelazny is working on it with a consultant. However, board members may be required to provide input. Please respond promptly.
- c. **Action:** Board committee chairs please send a roster of committee members to Jennifer Allen by August 31, 2021.
- d. The BOT voted unanimously to approve a second term for the following BoTs, whose terms end Aug 31, 2021:
 - i. Charles Falcon, Julia Green, Erin Duffy-Kruss
 1. Motion: *Jennifer Allen*

2. Second: *Melissa Geska*
 3. *No objections*
- e. See written report

VII. Governance Committee Julia Green

- a. Retreat has faced some logistical issues but the committee is working to schedule soon.
- b. The Target date for retreat will be by the end of September following the Friday evening and Saturday morning format. Committee members are invited to the Friday evening event.
- c. The committee has also developed a framework for recruiting new members which contains expectations for board members including financial commitment, attendance, skills. Once the process is in place, recruiting for new members will begin. The committee will share with Jennifer Allen and then share with the board.
- d. Barb Z. took the lead to put together a document (Google form) to capture all the contact information for committee members.

VIII. Principal's Report: *Barbara Zelazny, Principal*

- a. Renewal application process is ongoing. Barb Z. is working with the consultant. Vickie suggested adding necessary information to the application when needed. Due date is August 16, 2021. A draft will be submitted to the board today (August 6th) for review. The application contains benchmark 2-10. Vote from the board will have to take place via email by August 13. If the board has comments ahead of the vote, please send via email to Barb Zelazny.
- b. Barb and staff are busy with school opening. There is no official NYSED guidance regarding remote vs. in person attendance. There is the risk of a required offering of a remote option.
- c. A second certified Spanish teacher has been hired. Barb may invite the new hires to the BoT meeting in September.
- d. Assistant Principal Kwame Dunko Hanson's final day with YWCP is August 6th. He will be the new Principal for School #58.
- e. Sonya P. , the other AP is also leaving. She will be the principal at a school in the Adirondacks. We wish them both well.
- f. Barb Z. will restart JamBoards (a weekly communique highlighting school happenings to the BOT) for the school year.

IX. Climate, Culture, Community/Family Engagement Committee: *Nadine Hylton*

- a. No report

X. Education Committee, Performance Evaluation Committee: *L. Sparkman*

- a. Lost two committee members. Open to suggestions for new members.
- b. LaQuanna will detail criteria for members which would include: educators or parents that have been involved in school PTA activities. LaQuanna will send a note to the board with criteria.
- c. Performance evaluation committee has been formed. Once renewal application has been submitted, the performance evaluation will take place.

XI. Development Report: *Jennifer Weinstein, Chair*

- a. Lauri Bonnell presented on behalf of Jennifer Weinstein.
- b. Honorees have been confirmed for the Leadership breakfast. Dr. DeAnna Burt-Nanna, President MCC, Faheem Masood, CEO of ESL, L3Harris Technology
- c. Theme: Changing HERstory!
- d. Alumni reunion picnic August 7, 2021
- e. 2 College visits have taken place this summer

XII. Finance Committee: *Chuck Falcon, Chair*

- a. New deadline for the YWCP American Rescue Plan ESSER (ARP Act) Application grant: end of the month (August 31)
- b. Action: Committee members please submit projects that may need funding by August 13 in order to include them in the grant application.
- c. Roberta completed preliminary financial reports subject to audit. This means that there could become adjustments. Surplus of \$267K due to lower costs b/c of remote learning and a grant.

XIII. Scholarship Committee: *Erin Duffy Kruss*

- a. Laurie submitted numbers to Erin.

XIV. Enrollment, Recruitment, Retention: *Belimar Velazquez*

- a. No committee meeting this month.

XV. School Operations: *Roberta McInnis, Director of Operations*

- a. Custodial services in process to prepare school for faculty and student return.
- b. Preparing for August 31 submission of grant application.
- c. Pre-audit meeting with Bonadio will be August 18.

XVI. Adjournment: Meeting adjourned at 8:51 AM.

XVII. Next Meeting: Sept 3, 2021 8:00 a.m.